

OCT 1980

MEMORANDUM FOR: Chief, Audit Staff/OIG

VIA: Deputy Director for Administration

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Report of Audit Appraisal: Contract  
Information System

REFERENCE: Memo for D/L from C/AS/OIG, dated 8 August 1980,  
same subject

1. Referent asked that I advise you of the actions taken on the recommendations contained in subject report. A summary of the recommendations and actions taken or to be taken are as follows:

Recommendation #1: Survey the contracting teams to determine the reasons for the low utilization of CONIF and take the corrective actions necessary.

Response: A memorandum will be sent to the various contracting teams requesting that they comment on the reasons for low utilization of CONIF. As you indicate, lack of ready access to terminals is a major contributing factor.

Recommendation #2: Establish a familiarization and training program for contracting team members and other CONIF users.

Response: The current periodic visits to the teams by CONIF staff members for rap sessions about CONIF capabilities has led to familiarization training. With the lack of terminals, the teams rely on the CONIF team for retrieval. The quick response provided by the CONIF team has given the contracting teams confidence in CONIF and they are using data with greater frequency. There will be a more formal training program regarding the use of CONIF once there are more readily accessible terminals for use by the teams.

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Recommendation #3: Provide up-to-date guidelines about what contracts to include in CONIF and require contracting teams to follow the guidelines.

Response: There is a continuing issuance of guidelines on CONIF requirements. Consideration is now being given to including small purchase actions in the CONIF database. A directive on the subject of procurement actions to be included in CONIF will be issued in the near future.

Recommendation #4: Identify elements needed by A&CD to update existing correlatives and consider developing additional correlatives.

Response: Audit and Certification Division has completed a survey to determine the data elements needed to update existing correlatives and for the development of additional correlatives. The results of this survey have been submitted to the Office of Finance/CONIF3/Database Manager for consolidation and determination of those correlatives required to be reprogrammed by ODP.

Recommendation #5: Assure that B&F officers initiate the RQ/ADD procedure to update CONIF on a timely basis.

Response: The Office of Finance/CONIF3/Database Manager has established a weekly notification procedure (extracted from the CONIF3 Database) alerting responsible B&F officers of returned contracts and amendments requiring RQ/ADD procedures be completed. This procedure has proven to be very successful in obtaining timely RQ/ADD updates by the responsible B&F offices.

Recommendation #6: Require the ODP Production Division to create and run the GSA/CONIF update each day.

Response: The standard procedure established between the Office of Finance and ODP Production Division is to create and run the GAS/CONIF update the night following a successful update of the GAS Database. Any deviation from this procedure is the result of ODP hardware or software malfunctions.

*Applications  
helped prepare  
this reply.*

*have we  
had Problem  
meeting  
Schedule?*

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Recommendation #7: Consider expanding the LSS  
"mailing label system" to accommodate capturing  
secure mailing address data at the source.

Response: When resources can be made available,  
the Office of Logistics, Systems Analysis Branch,  
will perform a feasibility study to determine if it  
is possible to expand the LSS "mailing label system"  
to accommodate capturing secure mailing address data  
at the source.

2. Unless you desire further information, this memorandum  
concludes our response to subject report.

/s/ James H. McDonald

James H. McDonald

cc: DDA  
D/Fin  
D/ODP  
O/Comp/BMG

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